

RECORDS CENTER CAPACITY REQUIREMENTS

It is estimated that an Agency Records Center of 25,000 sq. ft., with a capacity of 50,000 cu. ft. of records, will be filled in from 5 to 10 years. There are no experience figures available, but the following factors were considered in arriving at the estimate:

- (a) Total Agency records holdings - 92,000 cu. ft.
(Appendix A)
- (b) Annual accretion of records - 20,000 cu. ft.
(Appendix B)
- (c) Annual volume of records to be retired - 8,000 cu. ft. (Appendix C)
- (d) Capacity of Records Center - 50,000 cu. ft.
(Appendix F)
- (e) The completion date of initial inventories of present record holdings and the development of the related records control schedules. (A minimum of 2 years to cover the entire Agency.)
- (f) The time required and the extent of success in changing present systems to provide annual cut-offs which will permit systematic periodic retirement of records.
- (g) The volume of records which:
 - (1) Can be destroyed by offices without transfer to the Center.
 - (2) Transferred to the Center and destroyed after retention periods of 1 or more years.
 - (3) Transferred to the Center for permanent retention in present form.
 - (4) Transferred to the Center for microfilming for permanent retention.

In view of the above considerations, it appears that the Agency will have to establish and operate a Records Center of from 60,000 to 70,000 sq. ft. of space in 10 to 20 years, although such a requirement cannot be fully justified at this time. For this reason, a conservative approach would be the establishment of a 25,000 sq. ft. Records Center, constructed in such a manner that it can be readily expanded to meet future needs. This expansion is possible in a building constructed

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